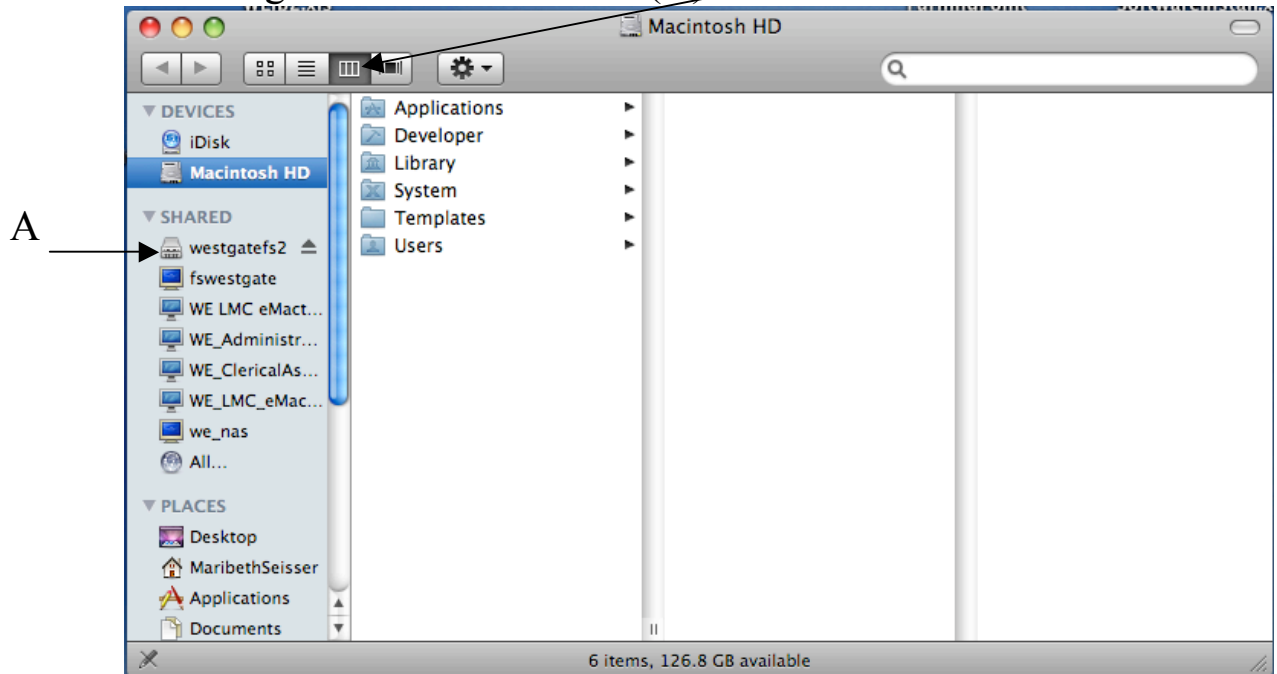


## Accessing Other Folders on the Westgatefs2

If you are signed in as Other and you want to access Westgate Staff, Westgate Staff Shared, Westgate Student Shared, or Xerox Scans:

1. Open your Macintosh HD, put your window in column view.
2. Click on westgatefs2 under Shared. (A)



3. This is where you will find the Westgate Staff, Westgate Staff Shared, Westgate Student Shared, or Xerox Scans folders. Click on the folder you want to access.

